

CA-PMM

Project Name: Secretary of State VoteCal Project

OCIO Project #: 0890-46

Department: Secretary of State

Revision Date: 6/11/09

Status Report

Progress Report -- Team Member to Project Manager												
Current Task Summary												
	Task or Deliverable						Scheduled Completion Date		Actual Completion Date		Issues?	
	Accomplished this week											
	Planned/Scheduled Completion in Next Two Weeks											
	Status Summary						Yes/No	Explanation				
	Will all assigned tasks be accomplished by their due date?											
	Are there any planned tasks that won't be completed?											
	Are there problems which affect your ability to accomplish assigned tasks?											
	Do you plan to take time off that is not currently scheduled?											

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Status of Assigned Issues												
Issue Number	Description								Due Date	Status		

Status Report – Project Manager to Sponsor

Current Status Report

Note: Answers reflect the baseline in the last approved SPR.

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	RFP required 2nd round of confidential	Low	Adjust schedule
2. Were any key milestones or deliverables rescheduled?	Yes	RFP delay	Low	Adjust schedule
3. Was work done that was not planned?	Yes	Project Manager Retired	High	Procure new Project Manager services
4. Were there any changes to scope?	No	N/A	N/A	N/A
5. Were tasks added that were not originally estimated?	Yes	Vendor did not include schedule	Medium	SOS added tasks to plan and resource level
6. Were any tasks or milestones removed?	No	N/A	N/A	N/A
7. Were any scheduled tasks not started?	Yes	RFP delayed schedule	Low	Adjust schedule
8. Are there any new major issues?	No			
9. Are there any staffing problems?	Yes	Project Manager Retired	High	Issued RFO; will evaluate proposals in early July

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Vendor begins work October 2009	SPR approval and contract signature
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Schedule	Schedule will be adjusted within 30 days of when SI vendor begins work.
3. Is there any unplanned work that needs to be done?	Yes	Project Management activities	New Project Manager needs to be hired.
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	Yes	Project Management activities	Hire Project Manager and concurrently complete plans
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Schedule	Vendor begins work October 2009. Project schedule will be revised within
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

During the month of May 2009, the SPR was being drafted. Although not on the schedule a Request for Offers was issued for Project Management services.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
SPR Approved	9/8/08	9/30/09	Being drafted	RFP required 2nd round of confidential discussions	
System Planning and Design	3/5/09	8/20/10	Awaiting contract signature	RFP required 2nd round of confidential discussions	
All subsequent work will be delayed	varies	varies	Awaiting revised schedule 30 days	All activities are delayed	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Schedule adjusted within 30 days of contract signing.
Milestones			X	Schedule adjusted within 30 days of contract signing.
Deliverables			X	Schedule adjusted within 30 days of contract signing.
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
SPR Approved	9/8/08	9/30/09	Being drafted	RFP required 2nd round of confidential discussions	
System Planning and Design	3/5/09	8/20/10	Awaiting contract signature	RFP required 2nd round of confidential discussions	
All subsequent work will be delayed	varies	varies	Awaiting revised schedule 30 days	All activities are delayed	

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Schedule adjusted within 30 days of contract signing.
Milestones			X	Schedule adjusted within 30 days of contract signing.
Deliverables			X	Schedule adjusted within 30 days of contract signing.
Resources	X			
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	1
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	2
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	1
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	1
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			7

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

The project has just completed Intent to Award and is preparing an SPR as required for the Business Based Procurement. We received no protest.

The solution is based on a HAVA-compliant system the vendor deployed in Illinois. The vendor's references were excellent.

The winning vendor removed their sub contractor for PM services but will still provide the services. The current assumption is that the Project Management services provided by the vendor will comport with industry standards.

The vendor does not have experience working in California. However, the vendor's subcontractor has extensive experience working with California county elections officials through its election management systems.